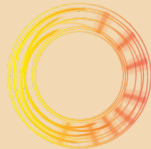


2023/2024 Community Archiving Workshop (CAW)

Information Session

Tuesday October 24, 2023
12:00PM – 1:00PM

This session will be recorded.



CALIFORNIA
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INSTITUTE of
Museum and Library
SERVICES

CAW Overview & Timeline

January 2024 ✨ Program cycle begins (establish project timeline)

Webinar #1 ✨ The Goals and Process of a CAW

Webinar #2 ✨ Finding and Developing a CAW Partnership

Webinar #3 ✨ CAW Negotiations: Collections

Webinar #4 ✨ CAW Negotiations: Data Template

Day 1 ✨ Pre-CAW

Day 2 ✨ CAW Day

June 28, 2024 ✨ Program cycle ends (all deliverables due)

Program Deliverables

✦ Metadata Spreadsheet

- 75-200 (+/-) records created during the CAW
- Records follow California Revealed [Metadata Guidelines](#) + submitted using [.xlsx spreadsheet](#)

✦ Invoices/Reimbursement Request

- Payment stubs or timesheets
- Invoices for paid time

✦ Receipts/Reimbursement Request

- Keep and scan your receipts!
- Ex/ acid-free folders or boxes; film canisters; paper tape



[June 2016, Señal Tres La Victoria, Santiago, Chile](#)

Metadata Spreadsheet

	A	B	C	D	E	F	G	H	I	J
1	California Revealed 2023/2024 Print Nominations		* Fields highlighted in red are required. Use a semicolon for							
2			Partner Supplied Identifier (1.3)*							
3	Institution* (1.1)	Title* (1.2)	Call Number* (1.3)	Temporary Identifier* (1.3)	Created Date* (1.4)	Creators* (1.5)	Significance* (1.6)	Description* (1.7)	Condition* (1.8)	Condition Notes* (1.9)
4	Partner organization name. (Field will be viewable to public once published)	A formal or supplied title that will be used to identify and describe the resource.	A unique identifier, in the form of a Call Number or Temporary Identifier, is required to distinguish your items in our system. Do not use the same Call Number for multiple entries. If you provide a Call Number, you do not need to provide a Temporary Identifier.	A unique identifier, in the form of a Call Number or Temporary Identifier, is required to distinguish your items in our system. Do not use the same Temporary Identifier for multiple entries. If you provide a Temporary Identifier, you do not need to provide a Call Number. (Field will NOT be viewable to the public)	Date of the resource's creation.	A person, family, or group responsible for, or involved in, the creation of the material, such as the author or photographer.	A statement regarding the significance of the resource to California and/or local history. Justify why the object should be preserved and made accessible for future generations. (Field will NOT be viewable to the public)	Summary about the intellectual content of the resource, including any contextual information necessary to understand the importance of the object from a research perspective.	One-word classification of the material's physical condition. (Field will NOT be viewable to the public)	A short descriptive state of the material's damage, deterioration, or loss. (Field will NOT be viewable to the public)
5	Format in the same way as it appears in your California Revealed partner profile. If this is your first time applying, please format according to your organization's Examples:	Avoid abbreviations and special characters when possible. Distinguish between similar or duplicate titles with dates or additional description. All titles should be consistently formatted in relation to the naming conventions used for other items in the submission. For additional guidance, see 1.2 in the Metadata Guidelines.	Enter the Call Number used by your institution to identify the object internally. Only include one Call Number per entry.	To create a Temporary ID, use a simple convention such as one word followed by an underscore and sequential numbers. Only include one Temporary Identifier per entry.	Format date using the Library of Congress Extended Date/Time format: YYYY-MM-DD For approximate dates, use "at the end of" e.g. "YYYY-1999" For uncertain, estimated, or inferred dates, use "7th dec. mid," e.g. "1997" To date object without given time span, such as decade, use X.e.g. 1990s For multiple dates, put after slash and separate with commas e.g. (1990-1999/1995)	Use Library of Congress Name Authority File (CNAME) http://id.loc.gov/authorities/names.html [Last Name], [First Name] [Organization Name] If truly unknown, enter value: Unknown Separate multiple entries using a ;	Write in complete sentences. Keep explanation brief. The information you enter into this field can be copied into the Description (1.7) field so that the information displays online.	Write in complete sentences. Consistently format so that each record uses the same conventions. Avoid abbreviations/special characters. Carry over any pertinent information from the Significance field.	Controlled Vocabulary. Choose from dropdown menu: Excellent, Good, Fair, Poor, Unknown	Create a short word description of the object's condition. Use the dropdown menu: Excellent, Good, Fair, Poor, Unknown
6	Bishop Chamber of Commerce and Visitor Center California State Library	Examples: California Daily Herald 1930-05-03 Damaged train at Donner Pass Emma and Gail Patterson in Big Sur Emma and Gail Patterson in San Luis Obispo	Examples: 001.004.129 200.109.120 320.104.928	Examples: 1976-07-04 ch-03-001 ch-03-002 BigSur_001 BigSur_002 BigSur_003	Examples: 1976-07-04 1976-07 (reads as July 1976) 1998 (reads as 1990s) 1900? (reads as 20th century?) XXXX (date is unknown)	Examples: Roman, Elliot Jones, Iris California State Library	Examples: The Walnut Creek Art Teachers Newsletter documents the development of art education in the East Bay from 1925 to 1980. The issues are deteriorating, and this collection is the only known set of copies.	This photograph depicts siblings Bob and Sally Jenkins at Lake Tahoe in the summer of 1948. Bob smiles at the camera while Sally plays with a wooden horse. The children's parents, John and Patricia Jenkins, were early childhood educators and used the photo in a book discussing the importance of outdoor education.	Examples: Excellent Poor Unknown	Brittle paper with weak. Okay
8	Cal Fire Museum	Schoolhouse Peak Lookout, repeater, power line and radio pole, 1950	BC-II-3149		1950-07	Slier, William	The "Black Cards" collection of California Division of Forestry	This photograph of the Schoolhouse Peak Lookout in Humboldt County, California and the adjacent radio repeater, power line and radio pole was taken in July 1950 by William Slier. This photograph of the Schoolhouse Peak Lookout in Humboldt	Good	
9	Cal Fire Museum	Schoolhouse Peak Lookout, Humboldt, 1950	BC-II-3150		1950-07	Slier, William	The "Black Cards" collection of California Division of Forestry	This photograph of the Schoolhouse Peak lookout in Humboldt County, California was	Good	
10	Cal Fire Museum	Wilbur Springs 4-man fire station, 1954	BC-II-3152		1954-11	Reath, Don C.	The "Black Cards" collection of California Division of Forestry	This photograph of the Wilbur Springs Fire Station of the California Division of Forestry in Lake County	Good	
11	Cal Fire Museum	Wilbur Springs 4-man fire station side view, 1954	BC-II-3153		1954-11	Reath, Don C.	The "Black Cards" collection of California Division of Forestry	This photograph is a side view of the Wilbur Springs Fire Station of the California Division of Forestry	Good	
12	Cal Fire Museum	Utah barracks and messhall, California Division of Forestry, 1954	BC-II-3155		1954-11	Reath, Don C.	The "Black Cards" collection of California Division of Forestry	This is a photograph of the barracks and messhall at the California Division of Forestry	Good	
13	Cal Fire Museum	Utah equipment building, California Division of Forestry, 1954	BC-II-3156		1954-11	Reath, Don C.	The "Black Cards" collection of California Division of Forestry	This is a photograph of the equipment building at the California Division of Forestry	Good	
14	Cal Fire Museum	Charles W. Fairbank, Deputy State Forester	BC-II-3157		1959	California Division of Forestry	The "Black Cards" collection of California Division of Forestry	This photograph is a portrait of Charles W. Fairbank while he was Deputy State Forester	Good	
15	Cal Fire Museum	California Youth Authority work at Byers Ranch, No. 1104	BC-II-3162		1948-09-30	Kautner, H.	The "Black Cards" collection of California Division of Forestry	This photograph shows California Youth Authority workers from Byers Ranch doing	Good	
16	Cal Fire Museum	California Youth Authority work at Byers Ranch, No. 1106	BC-II-3163		1948-09-30	Kautner, H.	The "Black Cards" collection of California Division of Forestry	This photograph shows California Youth Authority crew members from Byers Ranch doing	Good	
17	Cal Fire Museum	California Youth Authority camp at Whitmore, logging truck and burner	BC-II-3165		1948-12-01	Kautner, H.	The "Black Cards" collection of California Division of Forestry	A photograph of the logging truck and burner used at Whitmore California Youth Authority	Good	



READ ME

Audiovisual Nominations

Digital Nominations

Print Nominations

(c) Statements

Controlled Vocabularies



[Link to 2024/25 Nominations Spreadsheet](#)

Why Inventory?

✧ Intellectual and physical control

Address collection backlogs
Raise awareness

✧ Plan preservation actions

Improve storage
Digitization

✧ Increase access

Accurate descriptions
Enable online discovery



Scope & Scale



Locate and identify the collection(s)

What? Where?

Why catalog? Consider: historical significance, risk of loss due to condition/obsolescence, community/patron requests



Needs of the collection(s)

Size, material types/formats, condition

Existing description you can leverage?

Rehousing required?

What's the current state of arrangement & description?

What would you like to achieve? *Consider*: digitization & access



Available time, labor, skills

Who's doing the work? Do they love spreadsheets?

Collection Goals

- ✦ **Labeling + Rehousing + Condition Assessment**
Item-level and collection-level
- ✦ **Intellectual Control**
Establish informational content/context of your collections
- ✦ **Workflow Development**
Create workflows for sustainable archival best practices
- ✦ **Digitization + Preservation**
Prep materials for long-term preservation and access



[November 9, 2016, Attack Theatre, City of Asylum, and David Newell, Pittsburgh, PA](#)

Educational Goals

- ✦ **Skill-sharing + Skill-building**
Train core team/staff/volunteers learn new skills, and bring new skills to the table
- ✦ **Community + Institutional Knowledge**
Community members/volunteers can provide lived experiences, contextual information about collections
- ✦ **Training of Trainers**
Core team can lead future CAWs
- ✦ **Continue CAWs**
Consider CAW as regular programming to involve new partners, community members, potential funders, and more



[November 29, 2017, Community AV Archiving Fair
in cooperation with NOVAC, New Orleans, LA](#)

Considerations

✦ Privacy concerns

PII = Personal Identifiable Information

- Social security #s
- Medical information protected by HIPAA

Use restrictions (often related to copyright and/or ownership)

- Formal and legal agreements that restrict access
- Institutional restrictions on collection handling and records management

✦ Safety concerns

Poor condition v. health/safety hazards

- Excessive mold, broken glass, pests/infestation

High-risk materials

- Nitrate film, volatile substances, flammable

Spring/Summer 2023 Manilatown CAW

✦ Day 1: Pre-CAW Day

9am - 12pm

- Brief tour of host location
- Introductions to staff + volunteers
- Map out table stations and workflow

1pm - 4pm

- Organize supplies and prepare labels
- Set-up tech
- Finalize CAW schedule



Spring/Summer 2023 Manilatown CAW



✦ Day 2: CAW Day

- Early arrival on site!
- Check-in staff + volunteers
- Presentations by host organization and CA-R
- Begin the inventory process!

✦ Slow and steady

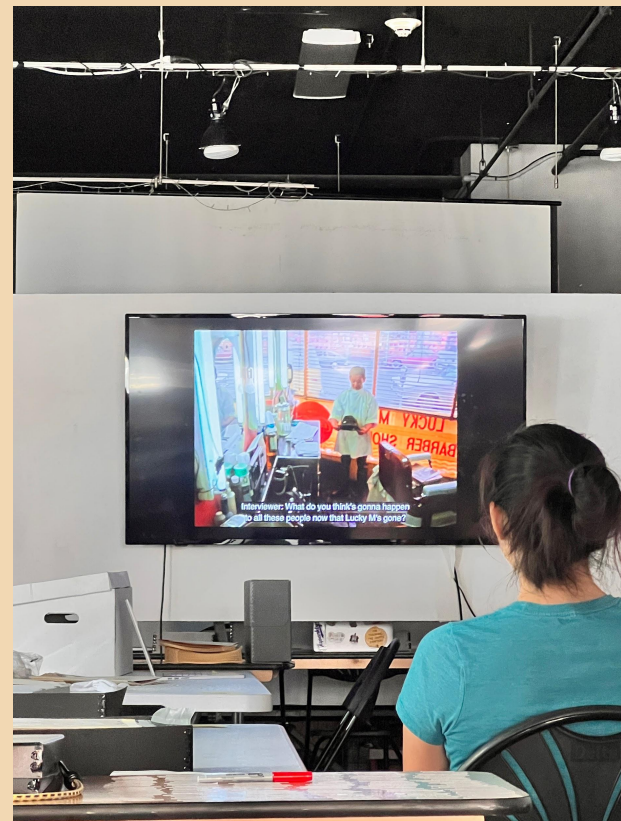
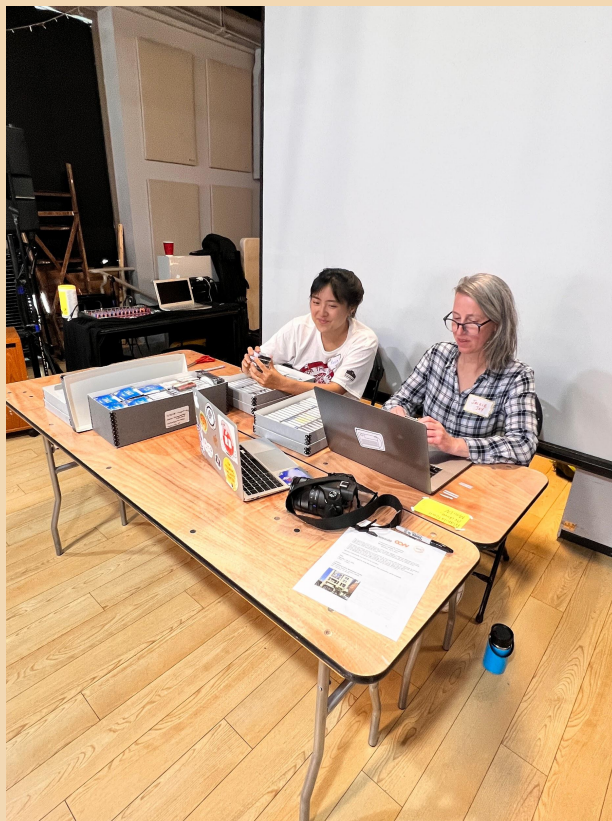
✦ Ready to ask questions

✦ Engage volunteers to troubleshoot together

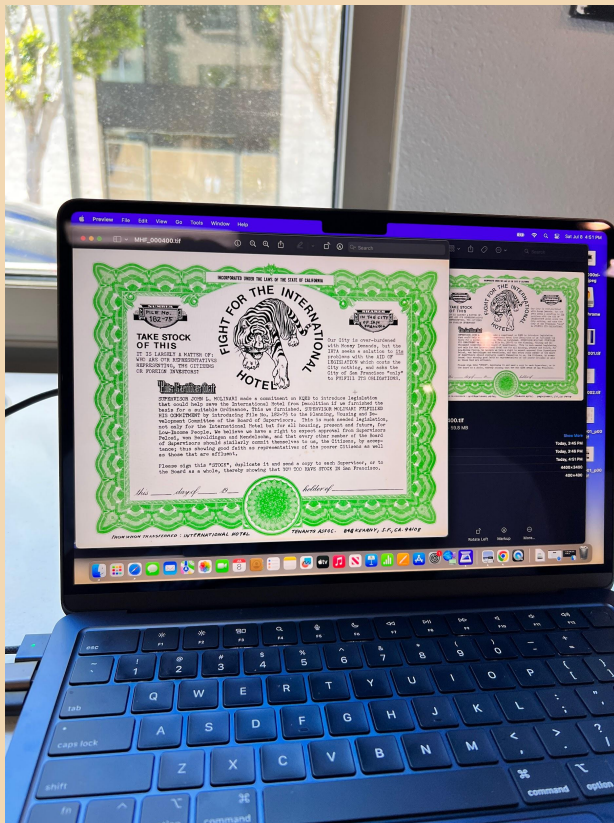
Spring/Summer 2023 Manilatown CAW

✦ Day 2: CAW Day

- Assessment and inventory of MiniDV's
- MiniDV Capture Workstation
- Lunch break included film screening of *The Fall of the I-Hotel*
- Option to move around table stations



Spring/Summer 2023 Manilatown CAW



✦ Day 2: CAW Day

- Created a Scanner digitization workstation
- Items are carefully selected, handled, and rehoused
- Mapping physical inventory to digital files

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Thank you!

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<https://californiarevealed.org/do/91c7f66f-1bf4-40fa-962b-cf01bb1af35f>